

# Los Alamos

NATIONAL LABORATORY

## memorandum

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*S-6, Information and Personnel Security Group*

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**SUBJECT: LANL Rebadging**

During the summer, the entire Laboratory workforce will exchange their old badges for new ones. The new badge design is mandated by DOE, but LANL has taken this opportunity to implement a reengineered badging system as well. For the first time, data in the Laboratory's Enterprise Information Applications (EIA) system will be linked to workers' badges, making the new badges powerful access-control tools. The Laboratory's new badge system is scheduled to be unveiled in June.

With the new badges, access to security areas will be directly tied to the following:

- Clearance status
- Annual completion of the security refresher briefing
- Terms of employment, including contract expiration, duration of limited-term appointments, and changes in employer
- Foreign Ownership, Control, or Influence (FOCI) agreement status (for contractors)
- Accuracy and completeness of personnel information in the Employee Information System (EIS)

The new badges will be made with a credit card-type construction designed to greatly improve durability and eliminate problems with peeling laminate. In addition, the new badges can be fabricated much more quickly, which we anticipate will expedite the badging process.

The new badges will have the following visual characteristics:

Clearance level will be easily distinguishable by color—

- Blue for Q-cleared workers
- Yellow for L-cleared workers
- Gray for uncleared U.S. citizens
- Red for uncleared foreign national employees or visitors

Names on the badges will be more legible—lettering will be significantly larger, making badges more readable from a distance. Letter codes will be used to indicate clearance level (Q or L), qualified escort status, and other special designations

Two other changes affecting access will be implemented during the rebadging. First, escorting uncleared personnel into security areas will no longer be coordinated through the Badge Office. Direct coordination will be between the host and the area to be visited. Line management should inform the people they select as "escorts". Line managers will be responsible for ensuring that new escorting procedures are followed. Formal training for escorts, including escorts provided by contract companies, will be required, and a small "CE" designation will appear on the badges of all certified escorts.

A second change affects those performing work under the Personnel Security Assurance Program (PSAP). PSAP workers will be issued numbered, yellow badge straps that cannot be removed from their badges. The yellow badge strap will visually indicate to PTLA and line management that a worker's PSAP status is current.

Materials and workshops to inform workers of badge changes and access requirements will be forthcoming in the next few weeks.

Badge exchanges will be conducted by alphabetical groupings throughout the summer. The current schedule calls for the rebadging to be complete in September. Because of the heavy personnel traffic expected in the Badge Office during rebadging, it is crucial that managers communicate the importance of workers waiting until their designated alphabetical group is called before exchanging their badges.

As a final note, please emphasize to your employees the concept that security is everyone's responsibility. For security guidelines to be effective, the Laboratory must adopt a "neighborhood watch" approach. In part, this means all Laboratory citizens should be alert to co-workers and visitors whose badges are improperly displayed or not worn at all. We want to encourage an atmosphere in which workers pull together to reinforce a secure working environment at the Laboratory.

Cy: S-6 File